

Application for Credit Recognition Guidelines

For Higher Degree by Research Student

UTS: Graduate Research School grs@uts.edu.au Tel: 02 9514 1336 Level 7, Building 1 Broadway Campus

General instructions

- These credit recognition guidelines are designed to assist you section by section in completing the [Application for Credit Recognition Form](#).
- General information about the application process is available in the [Graduate Research Candidature Management, Thesis Preparation and Submission Procedures](#)
- You will need to complete all sections of the application form and attach the relevant documentation before your application can be assessed. Please note that incomplete applications may be delayed.
- Once you have completed the form, please submit to your [faculty research office](#) for your faculty's recommendation. If the Application for Credit Recognition request is approved by your faculty, the request will be submitted to GRS for processing; otherwise your faculty will advise you of the non-approval and you are required to undertake the subject in the scheduled session.
- GRS will confirm the processing of the approved request to the student in writing via the UTS Student Email.

Section A: Student Details

Please complete all questions.

Section B: Credit Recognition

A Credit Recognition may be granted if there is a one-to-one equivalence between the prior learning and a UTS subject required for your course.

Basis for exemption:

1. TAFE
2. Australian University
3. Overseas University
4. Australian Work Experience
5. Overseas Work Experience

UTS Subject number for which credit recognition is sought:

Provide the 5 digit UTS Coursework Subject code for which the credit recognition is sought. Please refer to the details on the "Subjects" tab on [My Student Admin](#) for this information.

External Organisation Code:

If you are seeking credit recognition based on previous academic experience, you will need to provide the organisation code where the equivalent subject was completed. Please refer to the list below:

Org ID	Organisation Name
4940	Aboriginal Islanders Skills Development Centre
4960	Acupuncture Colleges (Aust) Pty Ltd
4853	Australian Catholic University
4850	Australian Defence Force Academy
4854	Australian Film, Television and Radio School
4879	Australian Maritime College
4866	Bachelor Institute of Indigenous Tertiary Education
4868	Bond University
4869	Central Queensland University

Org ID	Organisation Name
4886	RMIT University
4859	Southern Cross University
4887	Swinburne University of Technology
5151	TAFE
4851	The Australian National University
4876	The Flinders University of South Australia
4877	The University of Adelaide
4888	The University of Melbourne
4860	The University of New England

4856	Charles Sturt University
4891	Curtin University of Technology
4881	Deakin University
4892	Edith Cowan University
5050	Generic International University
4870	Griffith University
4871	James Cook University
4882	La Trobe University
4857	Macquarie University
4885	Monash University
4893	Murdoch University
4858	National Institute of Dramatic Art
4953	New South Wales Department of TAFE
4867	Northern Territory University
4936	NSW Theological Colleges
4927	Open Learning Agency of Australia
4872	Queensland University of Technology

4861	The University of New South Wales
4862	The University of Newcastle
4873	The University of Queensland
4863	The University of Sydney
4895	The University of Western Australia
4952	University College of the Northern Territory
4889	University of Ballarat
4852	University of Canberra
4878	University of South Australia
4874	University of Southern Queensland
4880	University of Tasmania
4864	University of Technology Sydney
4875	University of the Sunshine Coast
4456	University of Western Sydney
4865	University of Wollongong
4955	Victoria University

Equivalent subject/experience completed

Details of the equivalent subject or experience completed which is the basis of the application for credit recognition.

Evidence

The following must be attached for the application to be considered on the basis of equivalent subject being completed:

- Certified copies of Academic Transcripts or examination results.
- The appropriate sections from the handbook or syllabus for the year in which the relevant subjects were passed, describing in detail the subjects studied at the previous institution.
- Overseas qualifications/academic records: an official English translation of the overseas qualification/academic records

The following must be attached for the application to be considered on the basis of work experience:

- A resume outlining the experience, and/or
- Letter from employers

Year completed

The year in which the equivalent subject or experience was completed.

Outcome (Faculty use only)

Faculty to indicate outcome:

- Granted – request is submitted to GRS for processing.
- Not granted – outcome communicated directly to the student by the faculty, and the subject is to be included in the Graduate Research Study Plan. The request is not submitted to GRS.

Section C: Faculty Authorisation

Responsible Academic Officer to sign the form and forward to GRS for processing if any of the requested credit recognition is approved.

Responsible Academic Officer to advise student on which subjects, if any, are not approved and must then be included on the Graduate Research Study Plan for the session the subject is scheduled to be undertaken.